

Division of Workers' Compensation



CA Department of Industrial Relations

EAMS e-Forms Trial Participant Training

03/13/2009



Agenda

- Most Common Mistakes
- EAMS Help Desk
- Q&A

Q & A Process

- Write down your questions – leave room for answers
- Note your main question – ask it first
- Press *1 if you want to ask a question
 - Our Moderator will be connecting you in order
- Each administrator will be able to ask 1 question initially
 - If you have more, press *1 to get back in the queue
- Listen carefully to each question
 - Many of yours will be answered as we go
- If you have more, press *1 to get back in the queue

MISTAKES

- FIRST, Check the case in EAMS
- Ignoring:
 - The Reference Guide & addenda
 - The website – webinar slides
 - Not distributing errors/corrections
- DON'T FORGET THE S SIGNATURE
in the format: S JOHN JONES

MISTAKES con't

- **Incorrect Case Number**
- **One IW per batch**
- **One PDU per batch**
 - e.g. ADJ means ONLY ADJ documents
 - e.g. DEU means ONLY DEU documents
- **Do NOT e-file any VOC Forms**
 - Do NOT select VOC as a PDU – in any situation

MISTAKES con't

- **Settlements**

- Must file **BOTH** the e-Form and attach the “wet” signed OCR Form
- Do **NOT** use Doc Title of “Compromise and Release: Walk Through Settlement” OR “Stipulations with Request for Award – Walk-Through”
- **DO** use:

ADJ – MISC – CORRESPONDENCE-OTHER
for the attached signed settlement document

MISTAKES con't

- **Use ONLY External Doc Titles**

- Print out the list from the OCR Forms Page
- If you can't find what you are looking for in ADJ, use:

ADJ – MISC – CORRESPONDENCE-OTHER

MISTAKES con't

- **Proposed Trial Exhibits**
 - Use Doc Titles listed **ONLY** in ADJ
 - If not listed:
 - Do **NOT** use TYPED OR WRITTEN LETTER or EVIDENCE
 - Do **NOT** use VOC as the PDU when filing a VOC document as a Proposed Exhibit
 - **DO** use **CORRESPONDENCE-OTHER**

MISTAKES con't

- Applications

Please list the SSN if you have it when IW is a common name

- Do **NOT** list companion cases – even if they exist

MISTAKES con't

- **Amended Application**

- Be sure you identify WHAT you are amending in paragraph 2 or in an addendum
- If there are companion cases, you must file an amended application SEPARATELY in each case – each amended application is specific to each case
- Do NOT list any companion cases on the DCS

MISTAKES con't

- Answer to Application

Cover Sheet - 1 Cover Sheet - 2 Cover Sheet - 3 Cover Sheet - 4 Cover Sheet - 5 Form - 1 Form - 2 Form - 3 Form - 4

**STATE OF CALIFORNIA
DIVISION OF WORKERS' COMPENSATION
WORKERS' COMPENSATION APPEALS BOARD
ANSWER TO APPLICATION FOR ADJUDICATION OF CLAIM**

Case Number: INFORMATION WILL BE OBTAINED FROM THE COVERSHEET

(Choose only one)

☐ a specific injury on THE SPECIFIC INJURY AND CT INFORMATION WILL BE OBTAINED FROM COVER SHEET
(MM/DD/YYYY)

☐ a cumulative trauma injury which began on (START DATE MM/DD/YYYY)
and ended on (END DATE MM/DD/YYYY)

Name(s) of Answering Party(ies) (Please leave blank spaces between names, numbers or words)

Injured Worker

First Name*	
MI	
Last Name*	

UAN of the answering party goes here – NOT the representative's office UAN

MISTAKES con't

- **SIGNATURES**

- Any document that requires a “wet” signature – do NOT use “S” Signature, a Signature Stamp or a GIF/JPEG Signature
 - e.g. Proof of Service
 - Settlement Documents
 - Signature Verification
 - Petitions
 - Verifications for verified pleadings

MISTAKES con't

- **External Request for Action**

- This sets off work flow/task to the WCJ – SLT to take the requested action
- You submit this **BUT** you must also e-file your written request
- For the e-filed written request, please use:
ADJ – MISC – CORRESPONDENCE-OTHER

MISTAKES con't

- **Document Cover Sheet**
 - Do NOT Check the Companion Case Box UNLESS you have at least one companion case to list – and you must have a main case number
 - If you have a Case Number, do **NOT** list the SSN, Type of Injury, DOI or Body Parts

MISTAKES con't

- UNSTRUCTURED E-FORMS

Unstructured Eform - Windows Internet Explorer

https://ieamsdm.dwc.ca.gov/eamseforms/WcmSignIn.jsp

File Edit View Favorites Tools Help

Links Employer Search DIR DWC EAMS claims administrator and representatives' offices Case Search

Unstructured Eform

EAMS Electronic Adjudication Management System

Master Case Number*:

Enter Case Reference:

Case Reference:

Case Type*:

Document Type*:
(You must select Case Type before selecting Doc Type)

Document Title*:
(You must select Doc Type before selecting Doc Title)

Author:

Document Date: *(mm/dd/yyyy)*

File Upload*:

Enter **ONLY** Case Numbers Here –
Do **NOT** enter IW name – this is
where you add companion case
number(s)

MISTAKES con't

- UNSTRUCTURED E-FORM – con't

Unstructured Eform - Windows Internet Explorer

https://eamsdm.dwc.ca.gov/eamseforms/WcmSignIn.jsp

File Edit View Favorites Tools Help

Links Employer Search DIR DWC EAMS claims administrator and representatives' offices Case Search

Unstructured Eform

EAMS Electronic Adjudication Management System

Master Case Number*:

Enter Case Reference:

Case Reference:

Case Type*:

Document Type*:
(You must select Case Type before selecting Doc Type)

Document Title*:
(You must select Doc Type before selecting Doc Title)

Author:

Document Date: *(mm/dd/yyyy)*

File Upload*:

After you click "ADD" the companion case number(s) moves to this field

Unstructured e-Form – con't

Unstructured Eform

EAMS Electronic Adjudication Management System

Master Case Number*:

Enter Case Reference:

Case Reference:

Case Type*:

Document Type*:
(You must select Case Type before selecting Doc Type)

Document Title*:
(You must select Doc Type before selecting Doc Title)

Author:

Document Date: *(mm/dd/yyyy)*

File Upload:

If it is a document your office prepared, enter your UAN; if a medical report, the practitioner's name; if subpoenaed records, the name of the facility; if it is a document from a claims administrator office, their UAN; if it is a document from an employer, the employer's name; if it is a document from an entity with a UAN, their UAN

MISTAKES con't

Uniform Assigned Names

- Claims administrators' offices
- Representatives' offices
- Look them up in the online database
- Print out the OCR forms
 - **Mark/highlight those sections that require a UAN**
 - Claims Administrator's Office Name
 - Attorney / Non-attorney Representative's office name
- Remember, it is not just your UAN, but also the UAN for all other such entities on the e-Form

MISTAKES con't

- **Author**

- Your UAN – if it is a document prepared in your office
- Medical Practitioner's Name – if it is a medical report
- Facility/Entity Name – if it is subpoenaed records
- Claims Administrator's UAN – if prepared in their office
- Employer's Name – if prepared by the employer
- UAN – if it is a document prepared by an entity with a **UAN**

REMEMBER, NO SPECIAL CHARACTERS!

NEW

- **RU – 122 Settlement of Prospective VR**
- Do NOT file the RU-122 – it will be returned
- If required, you prepare a Petition for Settlement of Prospective Vocational Rehabilitation – on pleading paper – file it as an unstructured e-form – use:
- Use ADJ – LEGAL DOCS – PETITION OTHER

NEW

- **Proposed Orders**
- You are now authorized to e-file Proposed Orders with your Petitions
 - Label your scanned document – “Proposed Order”
 - Use:
ADJ – MISC – CORRESPONDENCE-OTHER

NEW

- **Labeling your scanned documents**
- Please be descriptive – abbreviate if possible
 - Signed C&R
 - Signed Stips
 - Pet for Atty Fee
 - Wage Stmt
 - Itemized Lien Stmt
 - Sub Rec Palomar Hosp
 - Investigation Rpt

REMINDER

- We do not give out legal advice.
- We instruct you as to what is required under the Labor Code, Rules and Regulations. If you choose not to follow them, that is your decision.

Division of Workers' Compensation



EAMS Help Desk



Division of Workers' Compensation



Q&A

